

## Head of Cyber Security

<b>DIVISION &amp; TEAM</b>	Operations	<b>REPORTS TO</b> (Position title)	Director of Systems Management (or any other position as determined and advised by JSCL)
<b>BAND</b>			
<b>FUNCTIONAL RELATIONSHIPS</b>	<i>INTERNAL</i> <ul style="list-style-type: none"> <li>• <i>ELT</i></li> <li>• <i>SECURITY WORKING GROUP MEMBERS</i></li> <li>• <i>GENERAL COUNSEL</i></li> <li>• <i>HEAD OF RISK &amp; COMPLIANCE</i></li> </ul>	<i>EXTERNAL</i> <ul style="list-style-type: none"> <li>• <i>SUPPLIERS</i></li> <li>• <i>SECURITY TESTERS</i></li> <li>• <i>SECURITY AUDITORS</i></li> <li>• <i>SKIPTON GIA</i></li> </ul>	
<b>POSITIONS REPORTING TO THIS POSITION</b>	<i>INTERNAL</i> <ul style="list-style-type: none"> <li>• <i>SECURITY GRC SPECIALIST</i></li> <li>• <i>TECHNICAL SECURITY ENGINEER</i></li> </ul>		
	<i>NUMBER OF DIRECT REPORTS: 2</i>		
<b>CONTROLS A BUDGET</b>	NO	<b>DELEGATED FINANCIAL AUTHORITY</b>	NO
<b>CAPEX AUTHORITY</b>	NO	<b>AUTHORITY TO COMMIT TO LONG TERM CONTRACTS</b>	NO

### ROLE PURPOSE

- Build and sustain our organisation's reputation as a secure and trustworthy business partner.
- Develop and lead an integrated security strategy aligned with business objectives, promoting a strong security culture and equipping staff with necessary skills and tools.
- Manage, maintain and continuously improve company-wide security risk management, compliance, and operational security processes.

### 1. KEY ACCOUNTABILITIES AND EXPECTATIONS

- Maintain and enhance our reputation as a secure and trustworthy business partner through measurable improvements in security assurance, stakeholder engagement, and clear communication.
- Develop and drive a forward-looking security strategy that connects with our organisation's overall vision, aligning with each line of business to support objectives, innovation and growth.
- Lead the organisation's AI approach in partnership with the business, establishing clear decision rights, oversight forums and an inventory of approved AI use cases and tools.
- Set and communicate security guardrails for AI adoption (including generative AI) so teams can innovate safely, covering acceptable use, data handling, access controls and required human review of AI-assisted outputs.
- Support the existing security risk management framework to ensure timely and effective visibility, assessment, mitigation, and actionable reporting to leadership and the Board.
- Inspire and lead a small team to establish a positive culture of security accountability across all levels of the organisation.
- Develop and maintain appropriate industry and regulatory contacts and participation in relevant forums.
- Manage security input into audits, customer and sales support, contract reviews and due diligence, and specialist advice on technical architecture and configuration.
- Define, maintain and govern secure configuration baselines and hardening standards (e.g., devices/endpoints, servers, cloud and SaaS platforms), ensuring security controls are translated into practical configuration requirements, monitored for compliance, and managed through approved exceptions.

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- Maintain a program of continuous improvement of security policies, protocols and processes (our ISMS and ISWG), and extend it and our certifications to cover to cover additional products and services as required to support business needs.
  - Chair relevant Cyber Security forums and committees.
  - Work with the capability teams to ensure all Jade staff have the appropriate skills and training to successfully maintain security in the performance of their role.
  - Recruit the best talent and continuously develop the team members so they achieve maximum effectiveness in the performance of their role.
  - Conduct and maintain appropriate regular security monitoring processes including researching and deploying new technology to automate manual processes and provide improved reliability with continuous monitoring.
  - Collaborate with technology leadership to incorporate robust security principles into strategic planning and emerging technology adoption.
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#### **Leadership**

- You understand high performance at Jade, this not only means what you do but also how you do it. You demonstrate values aligned behaviour and expect the same from your team.
  - You consistently communicate to your team so they know what is happening within Jade and act as the conduit to the Leadership Group, communicating risks or concerns that may be present.
  - You are actively involved in developing your team by coaching and mentoring.
  - You assess the capability needs of your team, now and in the future, aligning your people's development plans and training needs accordingly.
  - You consider all of Jade when making decisions, managing risk or directing your team, ensuring your focus is aligned to the wider business.
  - You help your team to understand the bigger picture of Jade, supporting the direction of the Company and always presenting it to your team in a positive way.
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#### **Jade Values and Culture**

- You know our values, what they mean to us, and you demonstrate leadership through role modelling the values.
  - You encourage others, your team and the wider Jade team, to behave in line with our values, and provide feedback when they aren't.
  - Feedback regarding your behaviour in line with the values from your stakeholders is positive, and you seek feedback on areas where you might feel challenged.
  - You keep up to date with our vision and purpose, strategies and priorities and you champion them with your team, ensuring everyone understands and is aligned.
  - You behave in line with our policies, procedures and legislative obligations.
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#### **Personal Development**

- You have an established training and development plan, in consultation with your People Leader and you commit to delivering against it each year.
  - You engage in regular development conversations with your People Leader and actively work on areas of your development.
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#### **Safety & Wellness**

- Manage your own safety and wellness; and take appropriate measures to manage workplace hazards, accidents and incidents.
  - Encourage your team members in their safety and wellness and to actively participate by supporting their training and maintaining safe systems of work.
  - You display commitment through actively participating in and supporting safety and wellness initiatives.
  - You understand and comply with all safety and wellness policies and procedures.
  - Report all accidents and incidents, including discomfort and near misses promptly.
  - You keep your work area tidy and clear of clutter and hazards.
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*Other duties as may be reasonably required from time to time.*

## 2. PERSON SPECIFICATION

	ESSENTIAL	PREFERRED/DESIRABLE
<b>Education/Training</b>	<ul style="list-style-type: none"> <li>Professional security management certification.</li> </ul>	<ul style="list-style-type: none"> <li>A degree in business administration or a technology-related field is beneficial, but not essential.</li> <li>Cloud Certifications such as AWS Solution Architect Associate or Azure Architecture.</li> </ul>
<b>Experience/Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>Minimum of eight to 12 years of experience in a combination of risk management, information security and IT related roles.</li> <li>Knowledge of common information security management frameworks, such as ISO/IEC 27001, CE+, SCF and NIST.</li> <li>Knowledge of best practice security configurations for applications and systems such as Windows, Office 365 and others</li> <li>Excellent written and verbal communication skills and high level of personal integrity. Proven ability to communicate security matters clearly, efficiently and effectively at all levels of the organisation.</li> <li>Innovative thinking and leadership with an ability to lead and motivate cross-functional, interdisciplinary teams.</li> <li>Proven ability to operate proactively across business units to uplift security capabilities in support of business strategy and outcomes.</li> <li>Experience with contract and vendor negotiations and management including managed services.</li> <li>Experience with Cloud computing and virtualized environments, and hybrid environments that combine in-house, hosted and public cloud infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>Proven experience of ELT and Board-level representation of security position and roadmap.</li> <li>Proven experience in regulated environments, specifically banking and FinTech.</li> </ul>